8	Department of Ve	terans Affairs							
TRAVEL AUTHORITY FOR TEMPORARY DUTY				1A. NAME	ME AND LOCATION OF STATION			1B. STATION NO.	
2. NAN	ME AND TITLE OF TRAVELER			3. RESIDEI	NCE ADDRESS	S (Number and street,	city, State, and Z	IIP Code)	
		vel as indicated below and to be rece copy five for ticket refund proce		r necessary	expenses of	travel as provided in	ı Federal Trave	l Regulations, as amended, and	
		POINTS OF	TRAVEL (L	List official t	emporary dı	ity sites only)			
4A. FR	OM	4B. TO	. TO AND RETURN TO						
5. PUF	RPOSE OF TRAVEL	<u>, </u>							
6. TRA ABC	VEL TO BEGIN ON OR DUT	RAIL	OF TRAVEL ER (Specify)	1 1	owest cost ilable)	PRIVATELY C		GOVERNMENT OWNED VEHICLE	
(X)			BASIC F	FOR REIM	BURSEME	NT	_		
	9A. YOU ARE ALLOWEI	D THE FOLLOWING PER DIEM RA	ATE IN LIEU (OF SUBSIST	ΓENCE	•	PER DIEM RATE		
		ZIZED TO TRAVEL ON AN ACTU N AMOUNT NOT TO EXCEED THE				S AND BE	AMOUNT PE	R DAY	
	9C. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined to be most advantageous to the Government) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE CENT								
9D. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined that common carrier transportation is the preferred method of travel but employee wishes to use privately owned conveyance as a matter of personal preference) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE (total allowable amount is limited to total constructive cost of common carrier									
		g constructive per diem by that mode of						CENTS	
	9E. YOU ARE AUTHORI	ZED TO TRAVEL BY GOVERNME	NT - OWNED	AUTOMOB	ILE.				
	automobile would be	RIZED TO TRAVEL BY PRIVATEL more advantageous to the Governmen gance) AND BE REIMBURSED AT	nt but employe	e requests ar	nd is authoriz		MILEAGE RA	TE	
	9G. YOU ARE AUTHOR automobile is available conveyance neverthele	IZED TO TRAVEL BY PRIVATEL le and employee who would not ord ess requests and is authorized the	Y OWNED C	CONVEYANCE (Government-owned uthorized the use of a privately owned ivately owned conveyance) AND BE					
		HE FOLLOWING MILEAGE RATE	2400405.44			·	WEIGHT AUT	CENTS THORIZED	
	9H. YOU ARE AUTHORI	ZED THE FOLLOWING EXCESS E	BAGGAGE W	HICH WILL				LBS.	
BE OBTAINED ON SF 1169, U.S. GOV'T TRANSPORTATION REQUEST BE PAID FOR BY Y BE OBTAINED ON Y				OU IN CASH, YOUR SF 101:	WITH REIMBU 2, TRAVEL VO	URSEMENT TO UCHER	NO. PIECES	AUTHORIZED	
10. RE	MARKS (Continue on reverse)								
I cert	ify that the travel herein was	reviewed and determined to be es	sential to the	accomplish	ment of VA	 			
11. SI	GNATURE AND TITLE OF AUTHO	DRIZING OFFICIAL				12. DA	ATE		
13. TRAVEL AUTHORITY NO. 14. TRANSPORTATION REQUEST NO.(S)			VO.(S)		17A. FUND CERTIFICATION: The services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.				
ESTIMATED COST, LIMITATION .001 (Show round figure					17B. APPRO	PRIATION AND ACCO	OUNTING SYMBOL	S	
15A. GSA CAR RENTAL 15B. ALL OTHER MISCELLANEOUS 15C. TOTA									
\$	EOT!!!	\$	\$						
	ESTIMATED COST RAVEL TO ATTEND CON- ERENCE OR MEETING	figures) 16C. TOTA	AL	17C. OBLIG	ATED BY		17D. DATE		
\$		_{\$}	s						

NOTICE TO TRAVELER

Individuals performing official travel for the Department of Veterans Affairs are liable for the value of all unused transportation tickets or GTR's issued to them. If trips are canceled or itineraries changed after tickets (or GTR's) are issued, the traveler is liable for the value of the tickets issued, until all ticket coupons have been used for official purposes or all unused tickets or coupons are returned and properly accounted for on the travel voucher. When a traveler exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate billing office. To facilitate this refund procedure the traveler should carry a copy of the correct billing address to which the carrier should submit the refund. This information should be attached to the ticket or travel authorization. All unused tickets, partially unused ticket coupons, exchange orders, refund receipts or applications, notices of fare adjustments, etc., and the factual information relating to the unused passenger transportation must be attached to or entered on the travel voucher. In cases where itineraries are changed or trips canceled after tickets have been issued to the traveler, a statement shall be entered on the travel voucher, and initialed by the traveler, that all tickets have been either used for official purposes or all unused tickets, or portions, thereof, have been properly accounted for and attached to the voucher. Reference is made to GSA Bulletin FPMR A-40, Supplement 9, paragraph 1-1.6a and d, 1-3.5a(2), and 1-3.5c.

8	Department of Ve	terans Affairs							
TRAVEL AUTHORITY FOR TEMPORARY DUTY				1A. NAME	ME AND LOCATION OF STATION			1B. STATION NO.	
2. NAN	ME AND TITLE OF TRAVELER			3. RESIDEI	NCE ADDRESS	S (Number and street,	city, State, and Z	IIP Code)	
		vel as indicated below and to be rece copy five for ticket refund proce		r necessary	expenses of	travel as provided in	ı Federal Trave	l Regulations, as amended, and	
		POINTS OF	TRAVEL (L	List official t	emporary dı	ity sites only)			
4A. FR	OM	4B. TO	. TO AND RETURN TO						
5. PUF	RPOSE OF TRAVEL	<u>, </u>							
6. TRA ABC	VEL TO BEGIN ON OR DUT	RAIL	OF TRAVEL ER (Specify)	1 1	owest cost ilable)	PRIVATELY C		GOVERNMENT OWNED VEHICLE	
(X)			BASIC F	FOR REIM	BURSEME	NT	_		
	9A. YOU ARE ALLOWEI	D THE FOLLOWING PER DIEM RA	ATE IN LIEU (OF SUBSIST	ΓENCE	•	PER DIEM RATE		
		ZIZED TO TRAVEL ON AN ACTU N AMOUNT NOT TO EXCEED THE				S AND BE	AMOUNT PE	R DAY	
	9C. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined to be most advantageous to the Government) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE CENT								
9D. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined that common carrier transportation is the preferred method of travel but employee wishes to use privately owned conveyance as a matter of personal preference) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE (total allowable amount is limited to total constructive cost of common carrier									
		g constructive per diem by that mode of						CENTS	
	9E. YOU ARE AUTHORI	ZED TO TRAVEL BY GOVERNME	NT - OWNED	AUTOMOB	ILE.				
	automobile would be	RIZED TO TRAVEL BY PRIVATEL more advantageous to the Governmen gance) AND BE REIMBURSED AT	nt but employe	e requests ar	nd is authoriz		MILEAGE RA	TE	
	9G. YOU ARE AUTHOR automobile is available conveyance neverthele	IZED TO TRAVEL BY PRIVATEL le and employee who would not ord ess requests and is authorized the	Y OWNED C	CONVEYANCE (Government-owned uthorized the use of a privately owned ivately owned conveyance) AND BE					
		HE FOLLOWING MILEAGE RATE	2400405.44			·	WEIGHT AUT	CENTS THORIZED	
	9H. YOU ARE AUTHORI	ZED THE FOLLOWING EXCESS E	BAGGAGE W	HICH WILL				LBS.	
BE OBTAINED ON SF 1169, U.S. GOV'T TRANSPORTATION REQUEST BE PAID FOR BY Y BE OBTAINED ON Y				OU IN CASH, YOUR SF 101:	WITH REIMBU 2, TRAVEL VO	URSEMENT TO UCHER	NO. PIECES	AUTHORIZED	
10. RE	MARKS (Continue on reverse)								
I cert	ify that the travel herein was	reviewed and determined to be es	sential to the	accomplish	ment of VA	 			
11. SI	GNATURE AND TITLE OF AUTHO	DRIZING OFFICIAL				12. DA	ATE		
13. TRAVEL AUTHORITY NO. 14. TRANSPORTATION REQUEST NO.(S)			VO.(S)		17A. FUND CERTIFICATION: The services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.				
ESTIMATED COST, LIMITATION .001 (Show round figure					17B. APPRO	PRIATION AND ACCO	OUNTING SYMBOL	S	
15A. GSA CAR RENTAL 15B. ALL OTHER MISCELLANEOUS 15C. TOTA									
\$	EOT!!!	\$	\$						
	ESTIMATED COST RAVEL TO ATTEND CON- ERENCE OR MEETING	figures) 16C. TOTA	AL	17C. OBLIG	ATED BY		17D. DATE		
\$		_{\$}	s						

8	Department of Ve	terans Affairs								
TRAVEL AUTHORITY FOR TEMPORARY DUTY					AND LOCATION OF STATION		1B. STATION NO.			
2. NAM	E AND TITLE OF TRAVELER			3. RESIDE	NCE ADDRESS (Number and s	street, city, State, and Z	IP Code)			
	re authorized to perform tra Travel directives. Please se	ee copy five for ticket re	efund procedures.			ded in Federal Trave	l Regulations, as amended, and			
11 ED/		PO		List official	temporary duty sites only)					
4A. FRO	ЭМ		4B. TO		AND RETURN TO					
	POSE OF TRAVEL									
6. TRA\ ABOI	VEL TO BEGIN ON OR UT	7. NO. DAYS	8. MODE OF TRAVEL RAIL OTHER (Specify	AIR (Le		TELY OWNED EYANCE	GOVERNMENT OWNED VEHICLE			
(X)			BASI	IC FOR REIM	IBURSEMENT					
<u> </u>	9A. YOU ARE ALLOWEI	D THE FOLLOWING PE	ER DIEM RATE IN LIE	EU OF SUBSIS	TENCE	PER DIEM RA				
	9B. YOU ARE AUTHOR REIMBURSED IN AN	RIZED TO TRAVEL ON N AMOUNT NOT TO EX				AMOUNT PER \$	R DAY			
		C. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined to be most advantageous to the Government) AND BE REIMBURSED AT THE FOLLOWING								
	9D. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined that common carrier transportation is the preferred method of travel but employee wishes to use privately owned conveyance as a matter of personal preference) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE (total allowable amount is limited to total constructive cost of common carrier									
	transportation including constructive per diem by that mode of transportation) CENTS									
	9E. YOU ARE AUTHORI	IZED TO TRAVEL BY G	OVERNMENT - OW	NED AUTOMOR	3ILE.					
		RIZED TO TRAVEL BY more advantageous to the eyance) AND BE REIMBL	e Government but empl	oloyee requests a	and is authorized to use a	MILEAGE RA	TE			
	9G. YOU ARE AUTHOR automobile is available conveyance neverthele		PRIVATELY OWNER ould not ordinarily be norized the use of a p	D CONVEYAN authorized the i	CE (Government-owned use of a privately owned	MILEAGE RA	TE			
	9H. YOU ARE AUTHORI					WEIGHT AUT				
							LBS.			
	BE OBTAINED ON SF 1 TRANSPORTATION RE	169, U.S. GOV'T EQUEST	BE PAID FOR B	3Y YOU IN CASH, ON YOUR SF 101	, WITH REIMBURSEMENT TO 12, TRAVEL VOUCHER	NO. PIECES A	AUTHORIZED			
10. REN	MARKS (Continue on reverse)									
	fy that the travel herein was		ned to be essential to	the accomplish						
11. SIG	NATURE AND TITLE OF AUTHO	ORIZING OFFICIAL				12. DATE				
13. TRAVEL AUTHORITY NO. 14. TRANSPORTATION REQUEST NO.(S)				17A. FUND CERTIFICATION: The services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.						
ESTIMATED COST, LIMITATION .001 (Show 15A. GSA CAR RENTAL 15B. ALL OTHER MISCELLA				TOTAL	17B. APPROPRIATION AND	ACCOUNTING SYMBOL	s			
\$		\$	\$							
	ESTIMATED COS ⁻	T, LIMITATION .007 <i>(Sh</i>	how round figures)		1					
16A. TRAVEL TO ATTEND CON- FERENCE OR MEETING 16B. ALL OTHER EMPLOYEE ADMINISTRATIVE TRAVEL 16C. TOTAL 17C. OBLIGATED BY 17D. DATE							17D. DATE			
\$		\$	\$							

8	Department of Ve	terans Affairs								
	TRAVEL A	AUTHORITY F		1A. NAME	AND LOCATION OF STATIC	N	1B. STATION NO.			
2. NAI	ME AND TITLE OF TRAVELER			3. RESIDE	NCE ADDRESS (Number a	nd street, city, State, and I	ZIP Code)			
	are authorized to perform tra A Travel directives. Please so			ed for necessary	expenses of travel as pro	ovided in Federal Trav	el Regulations, as amended, and			
		PC		L (List official	temporary duty sites onl	y)				
4A. FF	КОМ		4B. TO AND RETURN TO							
5. PUI	RPOSE OF TRAVEL									
	AVEL TO BEGIN ON OR DUT	7. NO. DAYS	8. MODE OF TRAVE RAIL OTHER (Spec	AIR (L		VATELY OWNED NVEYANCE	GOVERNMENT OWNED VEHICLE			
(X)			BA	SIC FOR REIM	BURSEMENT					
	9A. YOU ARE ALLOWE	D THE FOLLOWING PI	ER DIEM RATE IN L	LIEU OF SUBSIS	TENCE	PER DIEM F				
	9B. YOU ARE AUTHOR REIMBURSED IN A	RIZED TO TRAVEL ON N AMOUNT NOT TO EX				AMOUNT PE	R DAY			
	9C. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined to be most advantageous to the Government) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE CENT									
9D. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined that common carrier transportation is the preferred method of travel but employee wishes to use privately owned conveyance as a matter of personal preference) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE (total allowable amount is limited to total constructive cost of common carrier										
	transportation including constructive per diem by that mode of transportation) CENTS									
	9E. YOU ARE AUTHOR	IZED TO TRAVEL BY G	OVERNMENT - OV	VNED AUTOMO	BILE.					
9F. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE automobile would be more advantageous to the Government but employee requests and is					nd is authorized to use a	MILEAGE R.	ATE			
privately owned conveyance) AND BE REIMBURSED AT THE FOLLO 9G. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED automobile is available and employee who would not ordinarily be a conveyance nevertheless requests and is authorized the use of a pr					CE (Government-owned use of a privately owned	MILEAGE R.				
	9H. YOU ARE AUTHOR	HE FOLLOWING MILE				WEIGHT AU	THORIZED			
	9h. YOU ARE AUTHOR	IZED THE FOLLOWING	EXCESS BAGGAC	SE WHICH WILL			LBS.			
BE OBTAINED ON SF 1169, U.S. GOV'T TRANSPORTATION REQUEST BE PAID FOR BY Y BE OBTAINED ON				R BY YOU IN CASH D ON YOUR SF 10 ⁻	WITH REIMBURSEMENT TO 2, TRAVEL VOUCHER	NO. PIECES	AUTHORIZED			
10. RE	EMARKS (Continue on reverse)									
	ify that the travel herein was		ned to be essential t	to the accomplis	hment of VA programs a	·				
11. SI	GNATURE AND TITLE OF AUTH	ORIZING OFFICIAL				12. DATE				
13. TRAVEL AUTHORITY NO. 14. TRANSPORTATION REQUEST NO.(S)					17A. FUND CERTIFICATION: The services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.					
ESTIMATED COST, LIMITATION .001 (Shan 15A. GSA CAR RENTAL 15B. ALL OTHER MISCEL			- 00	C. TOTAL	17B. APPROPRIATION A	ND ACCOUNTING SYMB0	LS			
\$		\$	\$							
	ESTIMATED COS	T, LIMITATION .007 (S	how round figures)		1					
	RAVEL TO ATTEND CON- FERENCE OR MEETING	16B. ALL OTHER EMPL ADMINISTRATIVE		. TOTAL	17C. OBLIGATED BY		17D. DATE			
\$		\$	\$							

8	Department of Ve	terans Affairs								
TRAVEL AUTHORITY FOR TEMPORARY DUTY					AND LOCATION OF STATION		1B. STATION NO.			
2. NAN	E AND TITLE OF TRAVELER			3. RESIDE	NCE ADDRESS (Number and stre	et, city, State, and Z	IP Code)			
	re authorized to perform tra Travel directives. Please so	ee copy five for ticket re	efund procedures.			l in Federal Trave	el Regulations, as amended, and			
4A. FR	OM	PO	4B. TO	EL (List official t	remporary duty sites only)					
			45.10							
5. PUR	POSE OF TRAVEL				AND RETURN TO	0				
6. TRA' ABO	/EL TO BEGIN ON OR UT	7. NO. DAYS	RAIL	8. MODE OF TRAVEL RAIL OTHER (Specify) AIR (Lowest cost available) PRIVATELY OWNED CONVEYANCE GOVERNMENT OWNED VEHICLE						
(X)			BA	ASIC FOR REIM	BURSEMENT					
	9A. YOU ARE ALLOWE	D THE FOLLOWING PE	R DIEM RATE IN	LIEU OF SUBSIS	TENCE	PER DIEM RA	ATE			
	9B. YOU ARE AUTHORIZED TO TRAVEL ON AN ACTUAL SUBSISTENCE EXPENSE BASIS AND REIMBURSED IN AN AMOUNT NOT TO EXCEED THE FOLLOWING AMOUNT PER DAY					AMOUNT PEI	R DAY			
	9C. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined to be most advantageous to the Government) AND BE REIMBURSED AT THE FOLLOWING									
	MILEAGE RATE 9D. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED CONVEYANCE (administratively determined that common carrier transportation is the preferred method of travel but employee wishes to use privately owned conveyance as a matter of personal preference) AND BE REIMBURSED AT THE FOLLOWING MILEAGE RATE (total allowable amount is limited to total constructive cost of common carrier									
	transportation including constructive per diem by that mode of transportation) CENTS									
	9E. YOU ARE AUTHOR	IZED TO TRAVEL BY G	OVERNMENT - O	WNED AUTOMOE	BILE.					
9F. YOU ARE AUTHORIZED TO TRAVEL BY PRIVATELY OWNED automobile would be more advantageous to the Government but employ privately owned conveyance) AND BE REIMBURSED AT THE FOLLO				employee requests ar	nd is authorized to use a	MILEAGE RA	TE			
	9G. YOU ARE AUTHOR automobile is availab conveyance nevertheld	RIZED TO TRAVEL BY le and employee who wo ess requests and is auth	PRIVATELY OWN uld not ordinarily to orized the use of	NED CONVEYANG be authorized the u	CE (Government-owned see of a privately owned	MILEAGE RA				
		HE FOLLOWING MILE		AGE WHICH WILL		WEIGHT AUT	THORIZED			
9H. YOU ARE AUTHORIZED THE FOLLOWING EXCE							LBS.			
BE OBTAINED ON SF 1169, U.S. GOV'T TRANSPORTATION REQUEST BE PAID FOR BY Y BE OBTAINED ON				R BY YOU IN CASH, ED ON YOUR SF 101	WITH REIMBURSEMENT TO 2, TRAVEL VOUCHER	NO. PIECES	AUTHORIZED			
10. REI	MARKS (Continue on reverse)									
	<u> </u>		ed to be essential	to the accomplish	ment of VA programs and mi					
11. SIG	NATURE AND TITLE OF AUTH	ORIZING OFFICIAL			12.	DATE				
13. TR	AVEL AUTHORITY NO.	14. TRANSPORTATION	properly chargeable to the			TION: The services listed on this request are a following allotments, the available balances of over the cost thereof, and funds have been obligated.				
ESTIMATED COST, LIMITATION .001 (S					17B. APPROPRIATION AND ACC	COUNTING SYMBOL	.S			
15A. G	SA CAR RENTAL	15B. ALL OTHER MISCE	ELLANEOUS 150	C. TOTAL						
Ψ	FSTIMATED COS	<u> </u>		•)						
	RAVEL TO ATTEND CON- ERENCE OR MEETING	16B. ALL OTHER EMPL ADMINISTRATIVE	OYEE 160	C. TOTAL	17C. OBLIGATED BY		17D. DATE			
\$			\$							